Weekly timesheet

Employee: _____ Week starting: _____ Hourly rate: _____

Company: _____ Department: _____ Supervisor: _____

Day	Date	Time in	Lunch out	Lunch in	Time out	Hours worked
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total hours						

Regular hours	
Overtime hours (over 40)	
Gross pay	

I certify that this timesheet is a true and complete record of all the time I worked, including any work before or after my shift and during meal breaks.

_____ _____

Employee signature Date

_____ _____

Supervisor approval Date

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